# TEACHING ASSISTANT / ASSOCIATE FUNDING AUTHORIZATION FORM

## IMPORTANT INFORMATION

Teaching Assistants/Associates (GTA) are graduate students who assist faculty with administering and delivery of courses. GTAs are supervised by the course instructor.  Complete the entire Graduate Funding Authorization Form; both the student and course instructor must complete the Graduate Funding Authorization Form. The completed Graduate Funding Authorization Form should be emailed to grad-funding@optics.arizona.edu by: [        ]

All forms submitted after the date listed above will be considered late and may not be processed on time for the first pay period of the fall semester.  This may result in late fees! Retroactive hire/pay is not supported.

**Office Use Only**

| | |
|---|---|
| **COURSE** | |
| **NEW HIRE** | |
| **ROLLOVER** | |
| **PCN Trans** | |
| **PD Trans** | |

## STUDENT INFORMATION

Student Full Name  (Last, First, Middle Initial)

Employee ID # (Student ID)     PCN# (office use)     International I-20 End Date

Email Address     UA GPA     MS ☐  PhD ☐  Academic Program (check one)     Units Enrolled for Fall

## STUDENT REQUIREMENTS CHECKLIST

By signing below, you confirm that you have read and met all student requirements below:

☐ 1. **International Teaching Assistants/Associates (ITA) |** International Teaching Assistants/Associates from a non-English speaking country must score at least a 24 on the speaking subtest of the TOEFL iBT test or have a TSE/SPEAK score of 50 or a TBEST score of 6.8 in order to work as a TA.

☐ 2. Students must complete the TATO Mandatory Training

**Teaching Assistant/Associate Training Online (TATO)** is a collection of self-paced modules about teaching and learning made available via D2L. All students who wish to be appointed as Teaching Assistants/Associates (TAs) must complete the training one time and pass the test with a score of 95% or higher.  Two attempts are provided.  Completion of TATO training is only required a single time while a student. Instructions for completing TATO via D2L can be found at     https://grad.arizona.edu/funding/ga/mandatory-online-training

☐ 3. Students must complete the **Conflict of Interest Training (COI)** every 4 years and submit a disclosure form each year (by June 30).
   a. Navigate to: EDGE Learning https://arizona.sabacloud.com/
   b. Log into the disclosure form with your Net ID
   c. Complete the training and disclosure
   d. Print certificate of training and submit with your funding paperwork (not required if previously submitted within last 4 years)

☐ 4. Students must complete **Responsible Conduct of Research (RCR)** Training every 4 years (either 4 hour online module or a 1.5 hour in-person workshop)
   a. Navigate to: https://arizona.sabacloud.com/
   b. Search and enroll in training titled "Online: Intro to Responsible Conduct of Research"
   c. Complete training
   d. Print certificate of training and submit with your funding paperwork (not required if previously submitted within last 4 years)

☐ 5. Students must complete **OSC Safety Training** one time
   a. Navigate to: http://www.optics.arizona.edu/safetytraining
   b. Complete all three online safety trainings: Fire, Laser, Chemical
   c. Submit training certificates via the online form on the same page to verify training completion. Printed certificates not required and certificate does not expire. If completed previously, the training does not need to be repeated.

☐ 6. Students must complete **Family Educational Rights and Privacy Act of 1974 (FERPA) Training** since they will utilize student data to complete job duties. FERPA Training  for Instructors and Instructional Support Teams is available to complete at at:
    https://registrar.arizona.edu/privacy-ferpa/ferpa-training.

8. ☐ Complete all post-hiring required trainings, which may include: UA Harassment & Discrimination Prevention Training, UA Information Security Awareness Training, etc

9. ☐ If an assignment is declined, there will be no guarantee that another assignment will be available. After consulting with a student, the Associate Dean may transfer a student to another appointment during assignments or during the year.

10. ☐ Students are required to meet with the faculty conducting the course prior to the first day of class.

11. ☐ Students offered a TA position in the spring semester may have their offer rescinded after the collection of Fall TA Evaluations.

12. ☐ Ph.D. student will be promoted to Graduate Associate the semester after passing the PhD. Oral Comprehensive Exam. (ex., if you passed written and oral comps in the fall semester you will be promoted in the following spring semester).

13. ☐ As a GTA students may have employment benefits prorated for several different reasons. Some of those would be: An FTE (Full-Time Equivalency) adjustment, the GA position started after the semester started, the GA position ended before the contract end date.

| | |
|---|---|
| **Student Signature** | **Date** |

## POSITION INFORMATION

**Position Type:**

☐ Teaching Assistant *(Salary: .25 FTE = $5,625; .50 FTE= $11,,250)*

☐ Teaching Associate *(Salary: .25 FTE = $5,986; .50 FTE= $11,973)*

**Period:**

☐ Fall 2025: Aug. 18, 2025 - Jan 4, 2026

**TA Funding Level (FTE):** ☐ 0.25 FTE (10 hrs / week) ☐ 0.50 FTE (20 hrs / week)

## TEACHING EXPECTATIONS

**\*\*\*\* To be Completed by Course Instructor \*\*\*\***

Course student will be TA for (if multiple, list all): _____

Approximate number of hours per week you expect this student to work for this course: _____

| *Indicate if the student will be participating in any of the following activities* | Yes | No |
|---|---|---|
| Teaching of lectures (ex., during conferences, sick days, etc.) | | |
| Grading | | |
|   Homework | | |
|   Exams | | |
|   Projects | | |
| Conducting Laboratory Sections \| Number of Sections per Week: _____ | | |
| Office Hours | | |
| Email Contact with Students | | |
| Have Set Deadlines for Grading | | |
| Faculty Meetings | | |
| *Other (Please Describe)* | | |

# FACULTY REQUIREMENTS AND SIGNATURE

1. A GTA is expected to perform all duties an responsibilities assigned by the course instructor/supervisor.  Special duties or arrangements must be articulated in writing prior to hire.
2. A GTA on an academic contract is not required to perform duties **while classes are not in session** (ex. before the start of classes, after finals, winter break, spring break), unless the student and department agree (preferably in writing) about this prior to the appointment start date. If the student and department have agreed to additional duties, requiring additional pay, then the employee should be hired into an additional Supplemental Compensation position.
3. GTAs are salaried employees. As such, their reported hours may not be reduced in most cases. During periods where a GA is concurrently enrolled, total on-campus employment may not exceed 20 hours per week (0.50 FTE).
4. International GAs on F-1 or J-1 visas are subject to additional restrictions: their employment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled.
5. Any hours worked above a GA's designated FTE must be paid via supplemental compensation. A GA may also hold multiple positions so long as the total FTE does not exceed the restrictions.
6. A Graduate Student is not authorized to work, and Principal Investigator may not assign research project, until hiring is competed, and funding and student academic registration is verified by OSC Academic Programs, Accounting,and Human Resources. Retroactive hire/pay is not supported.

## FACULTY SUPERVISOR

Faculty Name

Faculty Signature

Date

## ASSOCIATE DEAN / ACCOUNTING INFORMATION

Academic Programs Signature

PCN #

Account #

Room #

## FOR OFFICE USE ONLY

Accounting Signature

Date Received

Academic Programs Signature

Date Received

# HR / PAYROLL EXPORT CONTROL REVIEW CHECKLIST

| | | | |
|---|---|---|---|
| **Dept / College Contact** | Mark Rodriguez | **Date** | |
| **Dept / College** | Wyant College of Optical Sciences | | |
| **Name of Potential Hire / DCC** | | | |
| **Name of Supervising PI** | | | |
| **PI Phone** | | **PI Email** | |

| | | | Yes | No |
|---|---|---|---|---|
| **1.** | Name of Individual Screened | | | |
| | Name of Affiliated Institution | University of Arizona Wyant College of Optical Sciences | | |
| | *Restricted Party Screening (RPS) through Visual Compliance must be conducted on ALL potential hires and DCCs with their affiliated institution.* Screenings are to include: full name, physical address, and country. **If a "hit" (100% match to the party being screened) is received, check "YES" and consult the University Export Control Program (UECP) prior to completing this form.** (NOTE: A confirmed "hit" could require government authorization.) | | | |
| | *Attach a copy of the RPS results to the MSS transaction and/or PAF along with this checklist.* <br> *A copy will also be maintained in the College/Department personnel files.* | | | |
| **2.** | Is the potential hire/DCC a non-U.S. person? <br> (NOTE: U.S. Permanent Residents are considered U.S. persons.) | | | |
| | **If Question 2 is "YES," complete the questions below. If "NO," you're done!** | | | |
| **3.** | Is the potential hire/DCC a citizen of the following countries: Cuba, Iran, Libya, North Korea, Syria, or Sudan? | | | |
| **4.** | Will the potential hire/DCC be working (paid or unpaid) on a research project with a Technology Control Plan (TCP); i.e., is it an export controlled project? | | | |
| **4a.** | If "**YES**," provide KFS account number(s) and room number(s) associated with the project. <br> **KFS Account(s):** [ ] **Building:** [ ] **Room(s):** [ ] | | | |
| **5.** | If "**NO**" to question 4, will the potential hire/DCC be working on a different project but located in a lab/room where an export controlled project is conducted? | | | |
| **5a.** | If "**YES**", provide KFS account number(s) and room number(s) associated with the export controlled project. <br> **KFS Account(s):** [ ] **Building:** [ ] **Room(s):** [ ] | | | |
| If "**YES**" to checked to any of the questions 3 through 5a, forward to UECP (email@email.arizona.edu) this checklist along with job description. Government authorization might be required. Such authorization must be in place ***before*** the potential hire/DCC could work on the project. | | | | |

| **THIS SECTION FOR USE BY UECP** | | | |
|---|---|---|---|
| **Reviewed by** | Wyant College of Optical Sciences | **Date** | |
| **Comments / Notes** | | | |

Contact UECP (export@email.arizona.edu) if you have questions regarding the checklist.
Visit the UECP Website at: http://rgw.arizona.edu/compliance/export-control-program